



## UNPAID INTERNSHIP DESCRIPTION

### INTERNSHIP HOST INFORMATION

**State Department / Agency:** Department of Environmental Quality

**State Division / Office:** Remediation Division / Gaylord Field Office

**Location of Internship:** Gaylord

### INTERNSHIP SCHEDULE

**Internship Time Period:** Summer (May - Aug) - 2012

**Internship Hours Requested Per Week:** 30-40

### PREFERRED EDUCATION

**Major / Minor:** Environmental Engineering, Biology, Chemistry, Geology or other science based majors / GIS, IT, Business or any science based minor

**Level of Education:** Open to Undergraduates and Graduates

#### Preferred Skills / Qualifications:

- Ability to analyze & interpret analytical data
- Ability to use geographic information systems
- Knowledgeable in the use of environmental field equipment
- Ability to understand environmental technical reports & to summarize large quantities of information
- Good written & verbal communication skills
- Proficient in MS Outlook, Word, Excel, PowerPoint, etc.
- Valid driver's license

**Through this internship, student intern will develop or further strengthen the following competencies:**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Adaptability                             | <input checked="" type="checkbox"/> Continuous Learning          | <input checked="" type="checkbox"/> Initiating Action            |
| <input type="checkbox"/> Building Strategic Working Relationships | <input checked="" type="checkbox"/> Contributing to Team Success | <input type="checkbox"/> Innovation                              |
| <input type="checkbox"/> Building Trust                           | <input type="checkbox"/> Customer Focus                          | <input type="checkbox"/> Planning & Organization                 |
| <input type="checkbox"/> Coaching                                 | <input type="checkbox"/> Decision Making                         | <input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills |
| <input checked="" type="checkbox"/> Communication                 | <input type="checkbox"/> Follow-Up                               | <input type="checkbox"/> Work Standards                          |

### INTERNSHIP DESCRIPTION

**Internship Title:** Environmental Analyst Intern

#### Intern Responsibilities / Projects:

- Review soil & groundwater analytical data, identify trends & compare to state standards
- Review extensive site files & technical reports, prepare written site summaries for site project managers
- Maintain field monitoring equipment, order & pickup supplies, deliver equipment and laboratory samples
- Track & enter data into Division databases
- Utilize Geographic Information System station to prepare site specific geographic information
- Prepare written summaries, reports & presentations using MS office software programs

### APPLICATION PROCESS

With questions or for more information about the State of Michigan Internship Program, please contact:  
Civil Service Commission, Career Services, 800-788-1766, MCSC-CareerServices@michigan.gov



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Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:  
[MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).